



## REQUEST TO STORE

State Form 53163 (11-06)

This form must be filled out prior to receiving forms or non-print items. All non-print items to be stored at the Forms Distribution Center will be done according to space availability and subject to ICPR management approval.

### FORMS DISTRIBUTION CENTER INDIANA COMMISSION ON PUBLIC RECORDS

6400 East 30th Street  
Indianapolis, IN 46219  
Telephone: 317-591-5228  
Fax: 317-591-5221

Agency requesting storage ( <i>please print</i> )		Date ( <i>month, day, year</i> )	
Printed name of agency representative		Signature of agency representative	
<input type="checkbox"/> State Form <input type="checkbox"/> Printed Material <input type="checkbox"/> Non-Print Item		State Form number	Revision
Name and description of state form / printed material / non-print item			
Requisition Number		Agency Assigned Number ( <i>Internal, Stock, etc.</i> )	
Quantity Ordered: <input type="checkbox"/> Vendor to deliver <input type="checkbox"/> New item			

### INVENTORY FLAG INFORMATION

Please advise FDC as to disposition of previous state forms / printed materials / non-print items. <input type="checkbox"/> Dispose <input type="checkbox"/> Use up remaining stock before using updated version <input type="checkbox"/> Other:	
Method of withdrawal <input type="checkbox"/> Pad <input type="checkbox"/> Package <input type="checkbox"/> Box <input type="checkbox"/> Each	Packaging number Units _____ per _____
Re-order level	Re-order quantity
Authorized personnel to withdrawal:	

### ICPR FORMS DISTRIBUTION MANAGEMENT USE ONLY

REQUEST <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
If denied, give explanation:		
Printed name	Signature	Date ( <i>month, day, year</i> )

### PICKUP / DELIVERY INFORMATION AND CONFIRMATION

QTY RECEIVED	DATE ( <i>month, day, year</i> )	SIGNATURE OF ICPR STAFF	SIGNATURE OF AGENCY STAFF

Contact person	Program Area	Telephone Number (    )	Email Address
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- ☐ 2 North Meridian St    ☐ 2525 Shadeland Ave    ☐ 635 Barnhill Dr    ☐ FSSA Mailroom (IGCN)    ☐ Central Printing  
☐ Other Location: \_\_\_\_\_